



August 23, 2024

**REMINDER**

**Community Meeting—Secretarial Election Friday, August 23rd at 6:00 pm in the gym.**



The Community Garden development is progressing in La Mesilla. Tribal Forestry Staff along with the Ancestral Lands Staff laid the foundation, (top picture), for the cold seed storage building, pictured on the left. The total area has been fenced and gated and future plans include a dry seed storage building, gardening area and a pond. Further information will be provided in the next newsletter.



The staffs of the Tribal Administration, YCC , Headstart, Kha'p'o Community School, and the Santa Claran Development Corporation, along with representatives of Tribal Council and a Banelier Volunteer came together on August 8th to clear the road sides of weeds and debris.





It was a beautiful, overcast morning which made weed pulling, shoveling and raking a little easier. Besides helping the Pueblo prepare for Feast Day, it was also an opportunity for the various staffs to meet one another and work side by side to complete the goal of showing the beauty of our Pueblo.





## Santa Clara Pueblo

### Custodial/ Maintenance Department

The Custodial and Maintenance department is responsible for the cleaning and maintaining the entire Tribal Administration building. We clean and sanitize all offices; they are done throughout the week. Other buildings along with the main administration building include Social Services, Annex, Gaming Building, Behavioral Health, Head Start, Early Childhood, Tribal courts, Tribal Police Department, Environmental Building, Compound, Emergency Management, C.H.R. Building and the Santa Clara Clinic. The custodial and Maintenance department work together to provide services upon request from every department in a timely manner. The scheduled daily cleaning is conducted by the custodial staff. Ground keeping and maintenance is conducted by Marvin Moquino with the assistance of the custodians.

The Maintenance Department is led by Marvin Moquino. The maintenance supervisor oversees the Custodial Department. Maintenance is responsible for the upkeep of all offices and buildings under the Tribal Administration. The responsibility is to ensure continuous workplace safety and environmental practices. Maintenance duties under Marvin are to report and repair any concerns that are submitted from departments or staff. These requests are then taken care of by himself or other company vendors such as electricians, Kha'po Construction or whichever entities are needed to complete the task. These requirements are not only for the Santa Clara Pueblo Administration but for the Santa Clara Clinic.

Melvin Dishta is the lead custodian and is the supervisor of the custodial staff Bernice Naranjo and Mario Sanchez. Mario Sanchez is the department's newest Employee. He is a resident of Espanola and is really excited to be an addition to the department. The Custodial department performs multiple duties such as vacuuming, cleaning and sanitizing of all restrooms, sweeping and mopping, window cleaning, trash collecting, and we make deliveries to departments upon request. They are responsible for the upkeep and routine maintenance on all cleaning equipment. Other responsibilities include restocking restrooms with hand soap, toilet paper and paper towels. Trash is collected daily from offices and buildings and disposed of properly. Some seasonal duties that require attention like weed clearing and debris removal are completed at all Tribal Administration buildings. As well as putting salt on sidewalks and snow removal during the winter months. The custodial staff is also responsible for delivering biweekly newsletters to all tribal residents and memos that come directly from the Governor's office.

The main directive for the Custodial Maintenance Department is to ensure that every Department is cleaned and sanitized. The grounds of all buildings are cleaned and well kept. With the end of Covid-19 the department still continues to practice cleaning as if we are still in a pandemic. Our goal is to keep the Tribal Administration as clean as possible and provide all departments with the assistance they require in a timely manner.

## Our Core Values

*Pulling Together*  
*Work in harmony for great results.*

*Integrity*  
*Be fair, respectful, ethical, and honest.*

*Excellent Service*  
*To each other, the Tribe and our community.*

---

HR provides comprehensive, effective and excellent services to our Tribe; creates a strong community; and provides assistance with training, benefits, compensation, recruitment, and employment. Our Vision is to create a unified workforce that is positive, present, supports one another, exceeds expectations, and embraces a safe and healthy environment.

- We have successfully implemented the following:
- HR developed and implemented a more detailed and effective new job application.
- Revised the HR Policy on Contingency Hiring During Background Checks and presented the resolution to the Tribal Council, which was subsequently approved.
- Implemented the new FY24 Salary & Compensation Plan.
- In-person Trainings: Active Shooter and Criticism and Discipline Skills for Managers and Supervisors
- Learning Management System in iSolved; thus far implemented crucial training to Develop leadership and management skills and Harassment and Bullying in the Workplace.
- HR was successful in obtaining a new medical benefits carrier, Presbyterian Health Plan, with lower deductible, added benefits such as Prime Fitness at no cost, Employee Assistance Program, and a TyToHome device for virtual visits.

### **This is our HR Team:**

#### ***Human Resources Director - Angela M. Gallegos, Email: [amgallegos@santaclarapueblo.org](mailto:amgallegos@santaclarapueblo.org)***

Angela has over 35 years of experience in the private sector, as well as state, federal, and county governments. She brings a wealth of Human Resources knowledge, along with a deep commitment, passion, and compassion. Specializes in recruitment, retention, compensation, labor relations, policy interpretation, and employee training. Committed to cultivating a workplace culture that honors tribal values, advancing strategic HR initiatives that support the tribe's goals, and ensuring compliance with both tribal and employment laws.

#### ***Human Resources Manager – Janice Baca, Email: [jbaca@santaclarapueblo.org](mailto:jbaca@santaclarapueblo.org)***

With over 30 plus years of governmental experience, Janice is responsible for assisting the HR Director with various HR duties, is the lead person in following-up and adjudicating all background investigations for newly hired and current employees; processes and audits employee benefits to include creation and maintenance of spreadsheets, prepares and forwards all documentation for unemployment claims, maintains an employee database that includes employee information, is a member of the appointed 401k Retirement Committee which assist current and past employees with all account matters pertaining to retirement, manages department and all staff in absence of HR Director.

#### ***Human Resources Senior Generalist - Heather J. Dasheno, Email: [hjdasheno@santaclarapueblo.org](mailto:hjdasheno@santaclarapueblo.org)***

Heather has 25 plus years of governmental experience and is responsible but not limited to: internal/external recruiting/advertising of vacant positions to include interview, background initiation, driving record verification, new employee process and orientation, non-selected correspondence to applicants, processing of any changes for current employee's employment to include resignations, terminations and exit interviews; prepares and maintains a variety of correspondence which may include job announcements, communication materials and/or other related information for assigned departments; general filing and greet and assist employees and constituents.

#### **Human Resources (HR) Generalist – Marylou Lopez, Email: [mlopez@santaclarapueblo.org](mailto:mlopez@santaclarapueblo.org)**

Marylou has over five years of experience working with both tribal and non-tribal departments within the Gaming Commission for the Pueblo of Pojoaque. She conducted background investigations for newly hired and current employees, processed gaming licenses, policy interpretation, invoices for the commission, and handled notary duties. Additionally, she issued badges to the Pojoaque Police Department, tribal employees, and gaming staff. Marylou also worked in Surveillance, where she prepared reports for the Tribal Police Department and the FBI on behalf of Santa Clara Corporation. Furthermore, she served as a Senior Customer Representative for four years with New Mexico Gas Company. In her role with the Tribe, Mary will focus on employee benefits, training and tracking, supporting recruitment and many HR transactions.



**NOTICE  
OF  
TRANSFER OF  
ASSIGNMENT  
OF REAL PROPERTY**

**8-19-24**

Notice is hereby given, that within 30 days from the date indicated an assignment of the following described land shall be finalized and acted upon by the Santa Clara Tribal Council. Any person having any interest or wishes to dispute the foregoing assignment may file his/her dispute with the Tribal Realty Office – in writing and within the 30 day period, from the date indicated above.

**PARCELS TO BE ASSIGNED:**

**LOT/PC #: Lot 264**

**LOCATION: Southern Fields**

**Assigned To: Late William Naranjo**

**Being Assigned To: John M. Naranjo**

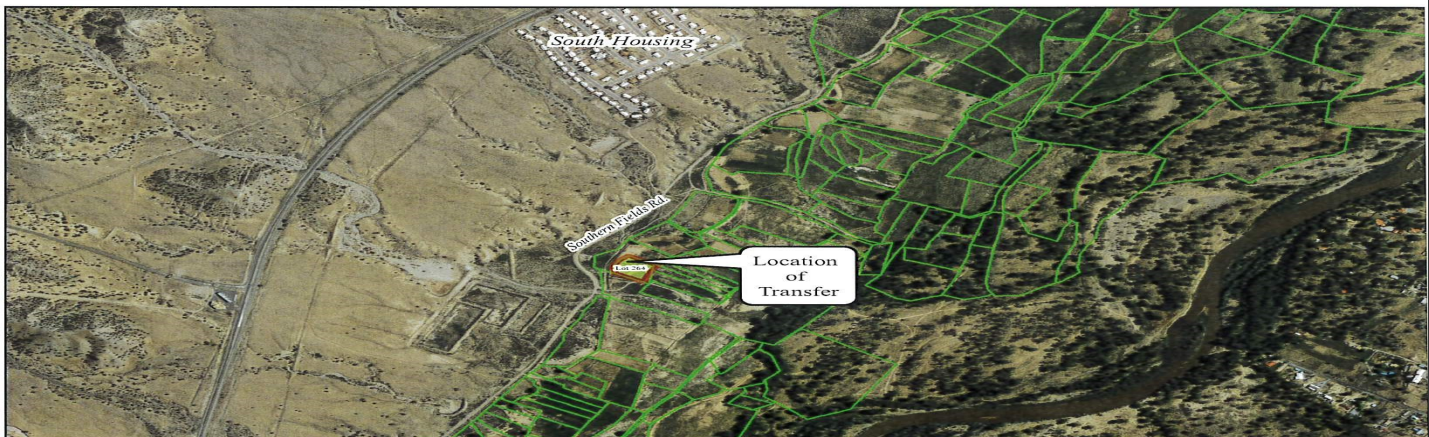


**Land Transfer from the Late William Naranjo to John M. Naranjo**

**Lot 264 Location: Southern Fields**

**Sec. 20, 21, T.20N, R.08E**

*Created by: Santa Clara Pueblo Realty Department 8/2024  
Arc Map, ESRI, SCP, NM*







**NOTICE  
OF  
TRANSFER OF  
ASSIGNMENT  
OF REAL PROPERTY**

**8-19-24**

Notice is hereby given, that within 30 days from the date indicated an assignment of the following described land shall be finalized and acted upon by the Santa Clara Tribal Council. Any person having any interest or wishes to dispute the foregoing assignment may file his/her dispute with the Tribal Realty Office – in writing and within the 30 day period, from the date indicated above.

**PARCELS TO BE ASSIGNED:**

**LOT/PC #: Lot 29**

**LOCATION: Lower Canyon Road/NM30**

**Assigned To: Late William Naranjo**

**Being Assigned To: John M. Naranjo**



**Land Transfer from the Late William Naranjo to John M. Naranjo**

**Lot 29 Location: Lower Canyon Road/NM30**

**Sec. 16, T.20N, R.08E**

*Created by: Santa Clara Pueblo Realty Department 8/2024  
Arc Map, ESRI, SCP, NM*







**NOTICE  
OF  
TRANSFER OF  
ASSIGNMENT  
OF REAL PROPERTY**

**8-19-24**

Notice is hereby given, that within 30 days from the date indicated an assignment of the following described land shall be finalized and acted upon by the Santa Clara Tribal Council. Any person having any interest or wishes to dispute the foregoing assignment may file his/her dispute with the Tribal Realty Office – in writing and within the 30 day period, from the date indicated above.

**PARCELS TO BE ASSIGNED:**

**LOT/PC #: Lot 266**

**LOCATION: Southern Fields**

**Assigned To: Late William Naranjo**

**Being Assigned To: Lili M. Naranjo**

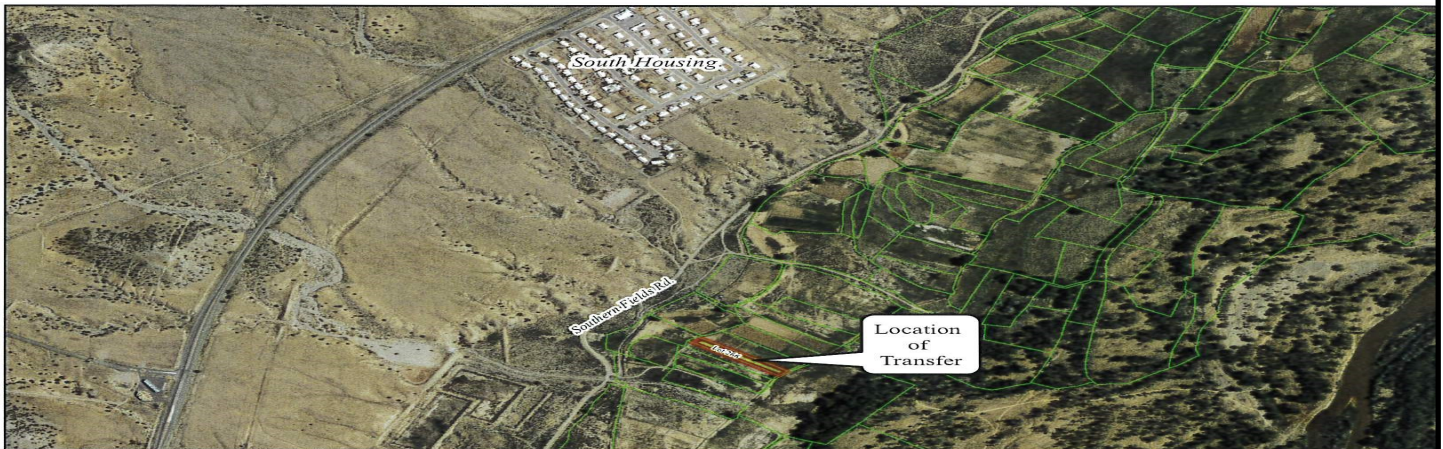


**Land Transfer from the Late William Naranjo to Lili M. Naranjo**

**Lot 266 Location: Southern Fields**

**Sec. 21, T.20N, R.08E**

*Created by: Santa Clara Pueblo Realty Department 8/2024  
Arc Map, ESRI, SCP, NM*



## The Indigenous and Hispanic Youth Fly Fishing Camp

Created in 2022 by Vidal Gonzales and strives to uplift Indigenous and Hispanic youth from underserved communities.



Since then, the camp has grown with the support of Trout Unlimited to move from a one-day outing to a three-day camp with the intention to continue to grow the program. The camp's goal is to educate underserved youth about their cultural landscape, traditions, language, and traditional ecological knowledge through the medium of fly fishing and outdoor recreation.

The camp uses the art of fly fishing to foster a community of care, to provide a healthy outlet for underserved youth, and to grow the next generation of leaders who will need to work together as our communities face drought, climate change, and the reduction of cultural/natural resources.



Gonzales is a Native American who was raised traditionally in Santa Clara Pueblo and has always cherished the importance of passing on traditional knowledge onto the next generation.

Vidal Gonzales said “It is important not only to teach these kids about their lands and their history, but to foster the next generation of leaders to take care of it.”



With the support of Trout Unlimited, the Truchas Chapter of Trout Unlimited, the New Mexico Outdoor Recreation Division, and from private donations, the camp has provided free lunches, guided lessons, educational instruction from elders, and free gas cards to the participants and their families.

If you are interested in donating or learning more about the camp, please email Vidal Gonzales at [vidalbaseball@gmail.com](mailto:vidalbaseball@gmail.com). If you know an underserved youth that fits the camp’s goals, have them contact Vidal.



# SAVE THE DATE



## 2024 PUEBLO GOLF CLASSIC AUGUST 26, 2024

7:00AM Check-in  
8:00AM Shotgun Start



**Location: Santa Ana Golf Club**

288 Prairie Star Rd, Santa Ana Pueblo, NM 87004

**Contact: Tyla Chopito** - [tlchopito@indianpueblo.org](mailto:tlchopito@indianpueblo.org) | 505-212-7041

Presented by



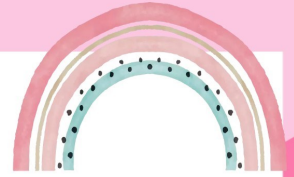
**Indian Pueblo  
Cultural Center**  
Gateway to the 19 Pueblos of New Mexico



Khapo Community School



FACE



ENROLLMENT



Now Enrolling for 2024-2025 School Year!

Why Choose Khapo Community FACE Program?

- Experienced and Caring Educators
- Engaging Curriculum with a Focus on Play-Based Learning
- Safe and Nurturing Environment
- Rich Extracurricular Activities for Early Development
  - Tewa Program
- Adult Ed Classes available for parents!



Open Enrollment

Home and Center Base Enrollment!

Home-base ages: Prenatal-3 years!  
Center-base ages: 3-5 years!!

It is allowable for children 3-5 years old to attend preschool (center-base). When a parent is not able to participate in the preschool programming.

Enrollment Requirements:



Must be Native American. (With CIB)  
Center-based participants must be potty trained.

Contact Information:

Phone: (505)-753-4406

Toni Herrera (505)-927-4944  
therrera@khapoeducation.org

Lynette Dominguez (505)-901-8031  
ldominguez@khapoeducation.org

# Santa Clara Pueblo Head Start

## NOW ACCEPTING APPLICATIONS FOR THE 2024-2025 SCHOOL YEAR

AGES

3-5

### DOCUMENTS NEEDED TO APPLY:

- BIRTH CERTIFICATE
- PROOF OF PUBLIC ASSISTANCE (SNAP, SSI, WIC, or TANF)
- PROOF OF RESIDENCY (physical Address)
- IMMUNIZATION RECORDS
- PHYSICAL (CURRENT)
- CIB OR TRIBAL ENROLLMENT CARD
- MEDICAL INSURANCE CARDS

DO YOU LIVE IN SANTA CLARA PUEBLO, SOUTH RIVERSIDE, SAN PEDRO, SOMBRILLO, SANTA CRUZ, OR LA MESILLA AREA?

WE PROVIDE A CURRICULUM THAT LET'S YOUR CHILD BE A CARING LEARNER AND CREATIVE THROUGH PLAY-BASED, AND HANDS-ON INVESTIGATIONS



PHONE: 505.692.6235

LOCATED AT: 210 KEE ST. ESPANOLA



The IPCC Board of Directors  
CORDIALLY INVITES YOU TO THE  
Indian Pueblo Entrepreneur Complex's  
Commercial Kitchen

# *Ribbon Cutting Ceremony*

Friday, August 23rd  
9:00am

Indian Pueblo Cultural Center  
*North Side of IPCC Campus*

Join us in celebrating the newest addition to the campus,  
dedicated to supporting New Mexico's local food and agriculture industries.

Please RSVP by Friday, August 16th  
to [mbilly@indianpueblo.com](mailto:mbilly@indianpueblo.com) | 505-212-7033



**Indian Pueblo**  
ENTREPRENEUR COMPLEX  
New Beginnings Start Here



**Indian Pueblo**  
Cultural Center  
Gateway to the 19 Pueblos of New Mexico

2401 12th St. NW Albuquerque, NM 87104



# ARE YOU INTERESTED IN CODING OR TEACHING?

We're currently recruiting members to *SkoCode*, an AmeriCorps Program!

By serving as an AmeriCorps member in our SkoCode program, you will:

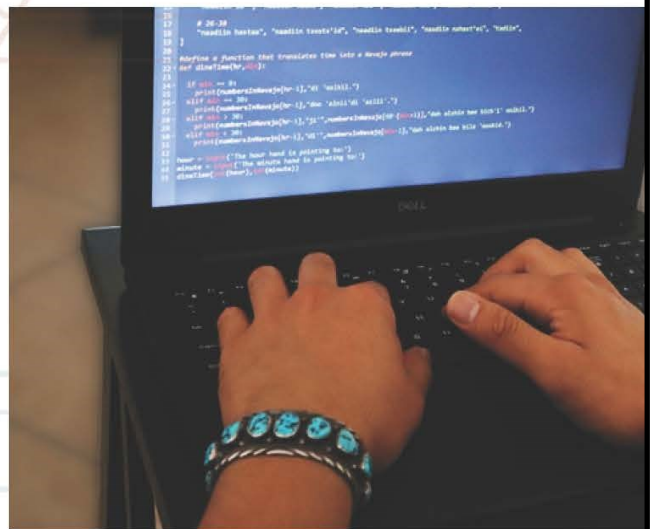
- **Earn money for college** to pay for educational expenses and access to mentoring
- **Gain access to new career pathways and professional development opportunities**, including AI and Cloud Certification career pathways and opportunities with Amazon
- **Commit to 9 months of service (30 hours per week maximum)** with one or more of our host sites



*Eligibility Requirements: Must be 17 or older, have a high school diploma or GED, and have access to reliable transportation. Positions will be based across New Mexico, Arizona, South Dakota, and Colorado.*

Contact Brad Knipper at [bknipper@tidescenter.org](mailto:bknipper@tidescenter.org) for questions and program information.

[www.indigitize.org/skocode](http://www.indigitize.org/skocode)







# BUSINESS

AS

# Artists

## WORKSHOP SERIES (free)

**This workshop series will provide artists with the confidence, tools, systems, and routines to create and run a successful art business.**

**BUSINESS AS ARTISTS WORKSHOP SERIES**

**August 30-November 22 (7 sessions), Fridays: 2:00-4:00 pm**

**Northern New Mexico College**

**FREE (Limited to 12 participants) Register soon!**

### TOPICS

- Mindset & Brand Value
- Time Management, Planning & Prioritization
- Business Basics, Bookkeeping & Finance
- Funding & Professional Networking
- Pricing Strategies, Selling & Protecting Your Work
- Creative Marketing & Social Media Know-how
- Business Plan & Flight (Marketing) Plan



### INFORMATION + REGISTRATION

- **DETAILS:** <https://www.rdcnm.org/business-booster-workshops>
- **CONTACT:** [virginia\\_c@nnmc.edu](mailto:virginia_c@nnmc.edu) or (505) 747-5477
- **REGISTER:** <https://nnmc.edu/home/community-gateway/continuing-education/>



[www.rdcnm.org](http://www.rdcnm.org)

Building Economic Futures in Northern New Mexico



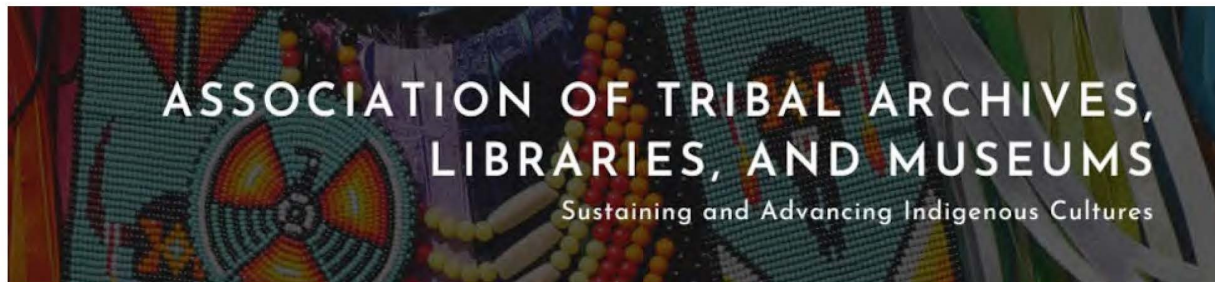
NORTHERN  
New Mexico  
College



Northern New Mexico College  
Community & Continuing Education



LOKA  
CREATIVE



## **Indigenous Visions: A Night of Short Films**

Ends on Sat, Aug 31, 2024 10:00 PM

Are you an emerging Indigenous filmmaker with a story to tell? The Association of Tribal Archives, Libraries, and Museums (ATALM) invites you to showcase your talent at the "Indigenous Visions: A Night of Short Films". Prizes of \$1,000, \$750, and \$500 will be awarded by audience members.

### **Event Details:**

- **What:** Indigenous Visions: A Night of Short Films
- **When:** Wednesday, November 13, 7:00 p.m.
- **Where:** Mojave Theater, Renaissance Hotel, Palm Springs, California
- **Who:** Sponsored by the Native Emerging Professionals Network
- **Why:** To help emerging film makers gain access to new audiences and to celebrate Indigenous creativity and culture.

This curated showcase of short films is designed to blend traditional storytelling with contemporary themes and avant-garde artistry. Experience a vibrant array of narratives that traverse the realms of drama, comedy, and documentary, each offering a unique lens on Indigenous life and creativity. From thought-provoking explorations of identity and community to bold, imaginative takes on folklore and the future, this film night is an opportunity to see the world through fresh eyes and celebrate the rich tapestry of Indigenous cultures. Bring your friends, grab some popcorn, and immerse yourself in a night of cinema that promises to inspire, challenge, and entertain.

### **Submission Guidelines:**

- Films should be 20 minutes or less.
- Open to emerging Indigenous filmmakers.
- All genres and styles are welcome.
- There are no submission fees.

### **Prizes:**

**Event attendees will vote on their favorite films.**

- **1st Place:** \$1,000
- **2nd Place:** \$750
- **3rd Place:** \$500

### Timeline:

- July 1 – Application open
- August 31 – Deadline to apply
- September 20 – Accepted submissions announced
- November 13 – Showings and Awards Evening

### Questions:

Please let us know if you have any questions or concerns by emailing [admin@atalm.org](mailto:admin@atalm.org)

### BEFORE YOU BEGIN:

1. The Submittable platform works best on [Google Chrome](#), [Firefox](#), current versions of [Microsoft Edge](#), and [Safari](#).
2. You may save a draft of your work to complete later. More information on saving your work may be found [here](#).
3. If you need to make changes to an application you have submitted, you may request to edit by using the button at the top of the application form. More information on editing submitted applications may be found [here](#).
4. Once you submit your application, you will receive automated emails from Submittable confirming your submission. Please be sure to safelist emails from [notifications@email.submittable.com](mailto:notifications@email.submittable.com). More information may be found [here](#).



# NOW HIRING

## Open Position(s) As of August 16, 2024

#### 12<sup>th</sup> Street Tavern

Cook

#### Security

Security Officer, Level III (Graveyard Shift)  
Security Officer, Level II (Swing)

#### Custodial

Custodian (PT)

#### Guest Experience (PT)

Guest Experience (PT)

#### Library

Librarian

#### IPK

Baker

Cook

**External Applicants:** Please go to <https://careers.indianpueblo.org/> to apply for any positions for IPMI/IPCC is an Equal Opportunity Employer.

**Internal Applicants:** Employee(s) interested in an open position will need to submit a written request with the specific position of interest to Human Resources.

**These positions are currently open, and the candidate must be able to successfully pass a pre-employment drug/alcohol screen and background investigation. Native American preference will be given.**

Resource For Business Owners and Entrepreneurs

*Enterprise Bank and Trust*, through their Community Development Officer, shared their new course catalog, which provides **no-cost** business courses at the Introductory, Intermediate and Executive levels to address all learning needs. All courses are virtual. Register online at <https://www.enterprisebank.com/eu-registration>

BETTER YOUR BUSINESS KNOWLEDGE.

# ENTERPRISE UNIVERSITY<sup>®</sup>

ONE COURSE AT A TIME.

FALL 2024  
COURSE CATALOG



## ENTERPRISE UNIVERSITY: OVERVIEW

### SNAPSHOT

- **No-cost** business education
- Better your business knowledge, **one course at a time**
- Interactive webinars are **90 minutes** long
- Led by professionals who are **experts in their industry**
- All courses are **virtual**

### REGISTRATION

- Enterprise University classes are offered at no cost to you. To register for one or more classes, please visit [enterprisebank.com/eu](https://www.enterprisebank.com/eu).
- Certificates of attendance are available upon request

To browse all course listings online or to register for one or more courses, click the button below.

REGISTER ONLINE

**2024  
NORTHERN NEW MEXICO  
SMALL BUSINESS  
CONFERENCE**  
**THURSDAY  
AUGUST 29, 2024**  
**LUNA COMMUNITY COLLEGE  
MEDIA ARTS AUDITORIUM**  
**9:00AM-5:00PM**

**SAVE THE  
DATE!**

Early Registration  
Opening May 2024

Date: 8/29/2024  
Time: 9:00 AM - 5:00 PM (MDT)  
Status: Open - 262 places remaining  
Registration Deadline: 8/29/2024 8:00 AM (MDT)  
Fee: No Fee

Point of Contact: [Briana Montano-Baca](#) (505) 454-5349  
Location: [366 Luna Drive , Las Vegas NM 87701-9838](#)

Program Format: Multi-session Course

Training Topics: Accounting/Budget, Business Financing, Business Start-up/Preplanning, Cybersecurity Assistance, Disaster Planning/Recovery, Economic Development, Intellectual Property, International Trade, Managing a Business, Marketing/Sales, Social Media, Technology, Woman-owned Businesses

Description:

Northern New Mexico Small Business Conference will highlight Keynote Speakers, Workshops, Trainings, Networking, Resources, and more to bring together our small business community for learning, networking, and resources to continue to be the backbone of New Mexico's economy.

## **Registration Policies:**

**Registration and Fees:** Payment of seminar fees may be made by cash, check, or money order. Credit card payments must be made in advance, please call us to arrange this payment. All other payments will be accepted at the door of the event

**Refund Policy:** The fee is nonrefundable unless the event is cancelled.

\*\*\*Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions and/or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. All SBDC programs are extended to the public on a non-discriminatory basis. Reasonable accommodations for persons with disabilities and individuals with limited English proficiency (LEP) will be made if requested at least two weeks in advance.

**Special Accommodations:** In accordance with the American Disabilities Act and state law, you may request accommodations due to a disability by contacting the event organizer listed above. Advance notice may be necessary for some accommodations. Registration must be paid prior to accommodation requests.

# 2025-2026 AIANTA Tourism and Hospitality Scholarship Applications

## AIANTA TOURISM AND HOSPITALITY SCHOLARSHIP



### INVESTING IN FUTURE GENERATIONS OF NATIVE TOURISM LEADERS

The American Indian Alaska Native Tourism Association (AIANTA) is proud to sponsor the AIANTA Tourism and Hospitality Scholarship, which provides American Indian, Alaska Native and Native Hawaiian students with financial assistance towards a degree or certificate in hospitality, tourism, recreation, culinary arts, museum studies or related fields.



#### AWARD AMOUNT

Five students receive \$2,000 over two semesters.



#### APPLICATION DEADLINE

April 25, 2025



#### APPLICANT REQUIREMENTS

- American Indian, Alaska Native or Native Hawaiian descent (documentation required).
- Attending/accepted into an accredited higher education institution.
- 2.5 GPA minimum suggested



**For More Information Visit:** [www.aianta.org/scholarships](http://www.aianta.org/scholarships)

[Click here to Apply for the 2025 Scholarship](#)



[New NMDVS Job Posting on State Website - Angel Fire Landscaper](#)



#### Groundskeeper & Landscaper -Advanced

Position No. 10110720

Job Posting no. 146297

Location: Angel Fire

Pay Band: 45

Open: Friday, July 26, 2024

Open for 60 days



**Slots**

- Service Specialist\*\*
- Slot Tech\*\*
- Shift Supervisor\*\*
- Slot Tech Supervisor\*\*

**Player Services**

- Main Banker\*\*
- Supervisor\*\*
- Representative\*\*

**Food & Beverage**

- Banquet Server\*
- Manager\*
- Host/Hostess\*
- Banquet Coordinator\*
- Server\*
- Bartender/Server\*
- Grab & Go Attendant\*
- Dishwasher\*
- Busser\*
- Sous Chef\*
- Admin Assistant\*

**Bowling**

- Attendant\*
- Pinsetter Mechanic\*
- Lead Attendant\*

**Hotel**

- Hotel Bell Person\*
- Guest Service Agent Grave\*
- Guest Service Agent\*
- Guest Service Supervisor\*

**Marketing**

- Marketing Coordinator\*\*
- Graphic Artist

**Count Team**

- Team Member\*\*

**Golf**

- Golf Course Bartender/Server seasonal\*
- Shop Assistant Seasonal\*
- Groundskeeper seasonal\*
- Cart Barn Attendant\*

**Executive**

- CFO\*\*
- Lead Internal Auditor\*\*
- Internal Auditor\*\*

**IT**

On-Site

- Tier 1 Tech Support\*\*
- Systems Administrator\*\*
- IT Generalist\*\*
- Support Supervisor\*\*

**Finance**

- Revenue auditor\*\*
- Inventory Specialist\*

**Economic**

**Development**

- Economic Development Manager\*\*

**Surveillance**

- Surveillance Agent I\*\*
- Surveillance Agent II/Tech\*\*

**HR**

- HR Specialist\*\*

**Security**

- Officer Level I\*\*
- Officer Level II\*\*

**Maintenance**

- Facilities Maintenance Engineer\*
- HVAC Tech\*
- Facilities Maintenance Manager\*

**Construction**

- Superintendent\*
- Field Technician\*
- Project Manager\*
- Estimator\*

**EVS (Housekeeping)**

- Supervisor\*
- Graveyard Supervisor\*
- Casino Graveyard Associate\*
- Hotel Associate\*

**Retail**

Retail Associate\*



**Fat Burger**

- Shift Leader-Fat Burger\*
- Team Member-Fat Burger\*

**16+\***

**18+\***

**21+\***

**Gaming License Required\***

To apply, please visit our career listings at [www.santaclaran.com/careers](http://www.santaclaran.com/careers) or visit the Human Resources Office. For more information, you may contact.



HUMAN RESOURCES DEPARTMENT  
SANTA CLARA PUEBLO TRIBAL ADMINISTRATION  
578 Kee Street, Espanola, New Mexico 87532  
Phone: (505) 692-6280 Fax: (505) 747-2748

## EMPLOYMENT OPPORTUNITIES

Updated: 08/20/2024

### Adult Day Care

- (1) Caregiver
- (1) Custodian Caregiver

### Behavioral Health

- (1) Outreach Coordinator
- (1) Clinical Supervisor
- (1) Behavioral Health Clinician

### CHR

- (1) Administrative Assistant

### Department of Youth & Learning

- (1) DYL Deputy Director
- (1) College Interns-Temporary

### Environmental

- (1) DOE LAPP Coordinator

### Forestry

- (1) Administrative Assistant
- (1) Forest Development and Restoration Manager
- (1) Forest Development Tech Intern
- (3) Forestry Technicians
- (1) Heavy Equipment Supervisor
- (1) RTRL Crew Lead

### Head Start

- (1) Head Start Director
- (1) Head Start Teacher
- (1) Head Cook

### Law Enforcement

- (1) Radio Communication Specialist

### Rights Protection

- (1) Budget Analyst

### Realty

- (1) GIS Technician

### Sanitation

- (1) Waste Collector
- (1) Plumber
- (1) Laborer-Part-time
- (1) Maintenance Specialist

### Self-Governance

- (1) Farm Tractor Operator

### Senior Center

- (1) Program Director

### Social Services

- (2) Tribal Social Caseworker

### Transportation

- (1) Transportation Planner
- (1) Budget Analyst

### Tribal Administrators

- (1) Office Manager
- (1) Administrative Assistant

### Tribal Courts

- (1) Chief Judge
- (1) Court Monitor
- (1) Traffic Court Clerk/Tribal Court Clerk

### Utilities

- (1) Operator Trainee

### Vital Statistics

- (1) Program Manager/Enrollment Clerk

### Position Requirements:

- Must be able to successfully pass a Background Check
- Must not have any DUI's/DWI's convictions within the last five years from any Tribal, State or Federal Court
- Must have a valid New Mexico Driver's License and be insurable through the Tribe's insurance carrier

### PREFERENCE

*Tribal member/Native American preference shall apply to all positions at the Santa Clara Pueblo Tribal Administration  
Santa Clara Pueblo Tribal Administration is a drug/alcohol free workplace*

**All applicants must meet the minimum required qualifications for the position.**

**All positions are open until filled**

For a copy of the position descriptions, or more information please contact the Santa Clara Tribal Administration's Human Resources Department email: [jobs@santaclarapueblo.org](mailto:jobs@santaclarapueblo.org)

or call (505) 692-6280

**ALL APPLICATIONS MUST BE COMPLETED THOROUGHLY AND SUBMITTED TO THE HUMAN RESOURCES OFFICE**

**All positions are open until filled**